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OFFICE OF FINANCE STAFF MEETING MINUTES

10 March 1982

A. Notes Based on DDA Staff Meetings:

25X1 1. [redacted] has been appointed Director of the Office of Current Production and Analysis Support, DDI.

25X1 2. [redacted] DD/OC, underwent open heart surgery last week. Reportedly doing well.

3. A meeting will be held tomorrow (11 March) for budget and planning officers on the 1984 Program Call.

4. A meeting is to be held on 18 March in the HQS. Auditorium on cover and separation and the new procedures to be undertaken.

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25X1 25X1 6. It was reported [redacted] introduced Tom Franklin, in charge of training at GAO to [redacted] is now a Consultant to the Comptroller General but will have a new position of Executive Director National Renewable Resources Foundation.

B. Items from Mr. Sherman:

1. Mr. Sherman reported he told Mr. Fitzwater that the first quarter report on GTRs showed the Agency saved half a million dollars. The amount will be less the second quarter.

2. Mr. Sherman reported [redacted] has been collecting info on strength posture. The Agency is expected to be up to strength in May. In DDA, two offices are overstrength, and four offices have requirements which will put them overstrength.

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3. Mr. Sherman reported on his monthly one-on-one meeting with Mr. Fitzwater in which discussion consisted mainly of request and requirement for additional full-time personnel within the Office of Finance.

4. Mr. Sherman reported on his monthly meeting with Bruce Johnson in which they discussed staffing of systems positions, the new ODP organizational changes, and the capabilities budgeting system. Also discussed FRS and Mr. Sherman said no changes to be made to FRS without consulting Finance.

C. Around-the-table:

25X1 1. [redacted] reported he will be meeting with [redacted] today 25X1 on the impact of multi-year appropriations to the reserve and the [redacted]

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effect on the Agency Financial System. Tomorrow he will be meeting with ODP on work orders regarding the decentralization of obligation input. Also reported in February delinquent advances (GL 1411) were down 18 cases (from 473 to 455); also down on delinquent [redacted] by 9 (from 40 to 31); and delinquent T/A's were also down 455 (from 2261 to 1806). Accounts Division cleared about 300 of these that were primarily coding errors.

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25X1 2. [redacted] reported received NPIC contracts - Phase II to be completed by April 15. Also reported attended Contract Review Board Meeting, discussed three cases on continuity in Government.

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3. [redacted]

25X1 [redacted] Also reported have received draft Audit Report for O/Finance offices, CSAD, AD/Liaison, A&CD, and Accounts Division.

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25X1 4. [redacted] reported he reviewed A&CD section of the OF Audit Report and found it satisfactory.

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25X1 6. [redacted] reported the Quarterly Goals meeting with the DDA has been scheduled for 22 April at 1000. The Dry-Run will be held on 12 April at 1000. Also reported [redacted] Presidential Intern has completed a paper on documentation consisting of 100 pages, will attach executive summary and submit to D/Finance.

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